**04 Sep 2012**

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| **Presenter** | **Topics** | **Time** |
| **Chair** | Call to Order |  |
| **Secretary** | Past Minutes | 5 |
| **All** | Approve or Amend Past Minutes |  |
| **Treasurer** | Report   * Update * Audit due Sept. – delivery to Richard * Laptop * Transition – status and expected completion * Quickbooks CD – installation on laptop | 15 |
| **Program** | Report   * September speaker Nick Warren on Failure Analysis Lab has agreed to be recorded for posting onto website * Jemmie has volunteered his tripod and HD camcorder. We need a microphone and recorder device**.** Provide status of recording equipment. * Workshop for September * Jim Bowie contact | 10 |
| **Membership** | Report   * Able to provide Harry year end numbers for member count, new members, and renewed members? * Udpates/requests? | 5 |
| **Education** | Report   * Updates/requests? | 10 |
| **Publicity** | * Updates/requests? * Posting for open positions/Education Committee | 5 |
| **Web Liaison** | * Update * Transition of Web Liaison functions * Provide Crystal outline of Transition Checklist and Job Description – Joe | 10 |
| **Web Master** | * Website presentation from Roundpeg | 60 |
| **VoC** | * Survey status * Updates/requests? | 10 |
| **Chair** | Report   * Business Plan for 2011-2012 due to National in Sept. * Business Plan for 2012-2013 is due to national in Oct. – Vote to approve 2012-2013 Business Plan | 20 |
| **Walk Ins** | Miscellaneous |  |